

Case Management

**CM / ECF**

Electronic Case Files

United States Bankruptcy  
Court Middle District of  
Tennessee



# Benefits of CM/ECF

- | Full and concurrent access to case files (docket sheets & filed documents)
  - Available 24 hours a day/7 days per week
  - Always current
  - Internet access from any location
- | Ability to download and print documents directly from the court's electronic system
- | Automatic email notification of case activity
- | No waiting for file retrieval (Clerk's Office or Archives)
- | No lost files or documents
- | Reduction in mail, courier and copy fees.
- | No more parking fees

# What about Security?



- I System approved by the National Security Agency
- I Court and Public servers are separated by a firewall
  - Court's database on an isolated inside server.
  - Data is written to the database, a tape transaction log, and replicated off-site database.
- I Password provided by the court upon registration
  - Attorney is responsible for documents filed under password.
- I Documents are assigned a unique electronic identification.

# Equipment Needs



Minimum	Recommended
IBM or Mac PC with a 486-66Mhz processor and 16 MB RAM	Pentium PC or Mac with 64MB RAM
Windows 3.1 or higher	Windows 95 or higher
Netscape 3.0 or higher	Netscape 4.77 or higher (Note Internet Explorer has not been thoroughly tested at this time.)
Internet Access	Access speed of 56K or higher
Adobe Acrobat Reader 3.0 or higher (only allows viewing of documents)	For filing of documents, Adobe Acrobat Writer 4.0 or higher (or other software to convert documents to PDF format, such as pdfFactory by FinePrint.)
	Scanner

# Fees

- l No additional fees for filing electronically
- l Congress directed fees for electronic access to court files
- l One-time free access to documents filed in your case, then 7 cents per page via PACER
- l Not charged until PACER account reaches \$10 in a calendar year
- l Fees assist with development and support of electronic public access program

# Training Issues



- | Training provided by the Clerk's office to attorneys and staff
- | Hands-on training offered weekly at the courthouse
- | Web Tutorial
- | Training database will be made available for practice
- | Training manual available

# Getting Ready for CM/ECF

- l Attend a training session as soon as possible;
- l Review the “Equipment Needs” section of this brochure and ensure that you at least meet the minimum requirements;
- l Ensure that you have an active PACER login and password;
- l Spread the news to others about electronic filing.